



## **Greek Language and Culture Institute (GLCI) of Evangelismos**

# **RULES REGULATIONS & CONDITIONS FOR ADMISSION**

*Compliance with the following regulations of GLCI is understood to be a condition of the Applicant's admission to the school. Please read the following carefully and seek explanations where necessary prior to signing the Application Form.*

## **ADMISSION**

- Students commencing at GLCI must be at least 4 years of age.
- Accordingly, GLCI reserves the right to determine the commencement year on an individual basis.
- Application for enrolment must be made on the attached form only.
- The Application Form must be completed and signed by the Parents/Guardians.
- It is the duty of the parents to advise the GLCI of any change of particulars shown on the original Application for Enrolment Form.

## **ARRIVAL AND SUPERVISION**

- All students must arrive punctually for the programme but not prior of 10 minutes from the beginning of the lessons.
- Supervision will commence 10 minutes prior to the commencement of the lesson. No adequate supervision is available prior to this time. Students should not arrive any earlier and no responsibility can be taken by the School at these times for any mishaps. Students from Kinder - Year 1 must be picked up by parents from their classroom. Parents are responsible for the drop-off and pick-up of all students at all times. In the event that a student will be picked up by someone other than the parent/guardian, the teacher must be informed

## **SCHOOL CODE OF CONDUCT**

GLCI recognises the individual needs and rights of every child. The safety and respect of all students is paramount to GLCI, therefore, students and their families are expected to adhere to the rules and regulations that follow, in order to ensure the effective operation of GLCI, the safety of the students and the provision of a quality educational environment for all.

## **Students have the right to:**

1. Be respected as individuals.
2. Have their personal property respected.
3. Learn in a safe and enjoyable environment.
4. Be given the opportunity to learn to the best of their ability.
5. Appeal a decision made by the school.

## **Students have the responsibility to:**

1. Abide by all school rules.
2. Respect other people.
3. Respect other people's property. If property damage occurs then students responsible for the damage are expected to make good the loss.
4. Complete all work requirements on time and to the best of their ability.
5. Give others the opportunity to learn to the best of their ability.
6. Attend extra-curricular activities organised by the School.
7. Remain within school premises at all times during school hours and until picked up by their parents.
8. Avoid unacceptable behaviour, which:
  - Is dangerous to the school community.
  - Is offensive, abusive or inconsiderate.
  - Interferes with the right of teachers to teach and students to learn.
9. Be punctual and always well prepared for class.

**Any serious problem is reported to the Principal ([principalglci@evangelismos.com.au](mailto:principalglci@evangelismos.com.au)), who discusses the matter with the student, parents and/or teacher concerned, in an effort to reach a just and impartial resolution.**

## **LEARNING TECHNOLOGIES**

- When using the School's Computer Network, students:
  - Must not visit unauthorized web sites when using the Internet. If an inappropriate web site is accidentally visited, then students must immediately report this to their teacher.
  - Are forbidden, unless directed by their teacher, to enter details into any online application form while using the Internet at school. This ban applies to use of their own name or personal details, names and personal details of other students, teachers, family or friends and fictitious names and details.
  - Are forbidden, unless directed by their teacher, from accessing and using web mail, email accounts, newsgroups or chat rooms while using the Internet at school.
  - Are forbidden to save text, games, music, media clips and/or images to the School Network or on to memory sticks that do not support the educational goals and objectives of the School.
  - Are forbidden to bring to school, personal computers, laptops, iPods, MP3 Players, Palm Tops, PDA's and other electronic storage devices (other than memory sticks/thumb drives) at any time without the express permission of the coordinator.
- When saving information from web sites to student folders students:
  - Must include the URL and author/copyright owner when saving information/images etc.

- Must appropriately acknowledge the source used in an assignment/investigation in order to avoid plagiarism.
- When printing text documents students:
  - Must cut and paste the information into a Word document for editing to avoid paper wastage.
  - Must transfer the URL and author/copyright owner to the Word document to ensure acknowledgement and avoid possible plagiarism.

## **PARENT AGREEMENT**

- Parents acknowledge and accept that GLCI may use photographs and/or audio visuals of the students and/or their work involved in school-based activities for use in any publication, on display boards, in any electronic form or media or for any school use whatsoever, and I fully understand the contents, meaning and impact of this release.
- Parents hereby waive any right to inspect or approve the finished photographs, electronic images or final compositions that may be used in conjunction with them now or in the future, whether those uses is known to them or unknown, and waive any right to royalties or other compensation arising from or relating to the use of photographs or other audio visual images.
- Parents hereby agree to release, defend, and hold harmless GLCI, including any firm publishing and/or distributing the finished product in whole or in part, whether on paper or via electronic media, from and against any claims, damages or liability arising from or related to the use of the photographs, including but not limited to any misuse, distortion, blurring, alteration, optical illusion or use in composite form, either intentionally or otherwise, that may occur or be produced in taking, processing, reduction or production of the finished product, its publication or distribution.

## **ALTERATION OF RULES REGULATIONS & CONDITIONS FOR ADMISSION**

- GLCI reserves the right to vary these rules from time to time as it deems necessary.